

Title: TEST ENGINEERING AND EVALUATION DIVISION QUALITY MANUAL DIVISION PURCHASING	Sectionr: Six	Revision No.: OD	Effective Date: 31 JAN 97
	Prepared By: Thomas J. Underwood	Approved By: Thomas S. Dodson	Page: 1 OF 2

SECTION 6 DIVISION PURCHASING

1. General Policy. NRaD has established the Purchasing Department as the command's approved and direct supplier. The Federal Supply System (FSS) is the Purchasing agent for the Division and maintains purchase records. Only the Division is certified for ISO 9001; therefore the Purchasing Department of the command and FSS are not governed by the Division Quality Manual. The Federal Stock System (FSS) supplies the Division with pre-inspected parts that are approved as having met the Federal Stock Number (FSN) requirements. The technician researches the FSN requirements and orders parts to those criteria. Unless a Division staff function or branch does a large quantity of buys outside of the Federal Stock System, parts received are only inspected to verify what was received is what was ordered ("kick and count"). The Division continuously evaluates its suppliers and subcontractors and purchases only from those that can satisfy our quality requirements. Quality performance of suppliers and subcontractors is continuously monitored. Purchasing documents clearly and completely describe ordered products, including quality requirements. Purchasing documents are reviewed and approved by the Division prior to issue/release.

2. Suppliers versus Subcontractors. The Division differentiates between suppliers and subcontractors. Suppliers are defined as vendors who deliver their standard catalog products, while subcontractors are those who design and/or manufacture products from Division drawings and/or specifications to support completion and delivery of Division products to sponsors/customers.

3. Responsibility. Evaluation and quality performance monitoring of suppliers and subcontractors are performed by the Purchasing department. The FSS evaluates suppliers and subcontractors for the government. The Division may review the decisions made and may input data via Product Quality Deficiency Reports (QDRs) into the system. These evaluations become records of deficiencies and nonconformances for future use. Suppliers and subcontractors are evaluated and monitored jointly by Purchasing and Division Quality Assurance (QA).

4. Evaluation and Monitoring of Suppliers and Subcontractors. Capabilities and references of suppliers and subcontractors are evaluated before orders for supply of materials, components, and services are placed. Suppliers and subcontractors are evaluated and selected on the basis of their ability to meet Division product requirements including quality system and quality assurance requirements. The extent of control exercised by Purchasing and Division QA is defined by FSN, FSS and government regulations and is dependent upon the following:

Title: TEST ENGINEERING AND EVALUATION DIVISION QUALITY MANUAL DIVISION PURCHASING	Section Six	Revision No.: OD	Effective Date: 31 JAN 97
	Prepared By: Thomas J. Underwood	Approved By: Thomas S. Dodson	Page: 2 OF 2

- a. Type of product (i.e. complexity, technical risk, new product or technology vs. established)
- b. Impact or importance of product or service to Division final products
- c. Past quality of product
- d. Government regulations
- e. Quality audit reports and/or quality records of previously demonstrated capability and performance. Quality performance of all suppliers and subcontractors is continuously monitored.

Suppliers and subcontractors showing inadequate performance are asked to implement corrective actions by the FSS. Their use is discontinued if there is not satisfactory improvement.

5. Approved Supplier and Subcontractor List. "Approved" suppliers are not allowed according to government regulations. As a result, Purchasing will take the best approach to supplier control possible while meeting the legal responsibilities and best management practices.

6. Purchasing Documents. Purchasing documents are prepared by the Purchasing department. These documents clearly and completely describe products and services ordered. They include precise identification of the products, reference applicable standards, and clearly identify quality requirements. The Purchasing Manager reviews and approves all purchasing documents prior to issue/release. Rules applicable to preparation, review, and approval of purchasing documents are provided in Procedure SOP D65-06-02, Division Purchasing.

7. Sponsor/Customer Verification of Purchased Product. Division sponsors/customers are normally given the right to verify for themselves that the purchased products conform to specified requirements. Customer verification does not absolve the Division from its responsibility to deliver a quality product. Procedure SOP D65-06-02 contains further instructions regarding customer verification of purchased products.